

## Trip Types

Users will be asked to identify the type of trip for which they are requesting reimbursement. To facilitate the user, a drop down menu will list the types of travel available for selection. Once the Trip Type is identified, the collective bargaining description in the user profile will determine the rules and/or policies applied to the request. Trip Types available are:

Trip Type	Definition
<b>Regular Travel</b>	Regular travel occurs when expenses, in the conduct of official State business, are incurred from the use of commercial establishments that cater to the short-term traveler, such as: hotels, motels, bed and breakfasts, or restaurants.
<b>Long Term Assignment</b>	A business trip expected to extend beyond 30 days is considered a Long Term Assignment and the reimbursement rates available for regular travel no longer apply. Travelers are expected to locate long term accommodations near the job site.
<b>State Sponsored Conference/Convention</b>	A State Sponsored Conference or Convention is a conference or convention planned and sponsored by one or more State agencies in the conduct of official State business with written prior approval given by the approving department.
<b>Non-State Sponsored Conference/Convention</b>	A Non-State Sponsored Conference or Convention is a conference or convention planned and sponsored by parties outside of the State for the purpose of conducting business affecting the State agencies.
<b>Non-Travel Expenses</b>	A Non-Travel Expense is an expense necessary for the completion of State business and is unrelated to travel. Non-travel expenses can include expenses such as Call Back Mileage, Licenses, Professional Fees, Overtime Meal, and Transit Subsidy.

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